



# Charlotte County Government

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## **Guidance Document** **Owner-Builder Requirements "After Permit Issuance"** **One and Two Family Dwellings** (27 October 2016)

This Guidance Document provides information to Owner-Builders about what is required once a permit has been issued for one and two family dwellings as follows:

- ☐ 1. **Pre-Construction Requirements:** *Please note that failure to implement & maintain the following at the job site will result in a failed inspection, payment of a \$50 reinspection fee and possible issuance of a Stop Work Order (SWO):*
  - ☐ A. Post the Permit-Inspections Job Site Card and the associated drawings, Florida Product Approvals and specifications on-site;
  - ☐ B. Post the recorded Notice of Commencement (NOC);
  - ☐ C. Provide trash containment on-site;
  - ☐ D. Provide a portable toilet on-site; and,
  - ☐ E. Install sediment barriers.
- ☐ 2. **Inspections and Scheduling Requirements:** The Permit-Inspections Job Site Card is printed with a list of required inspections. When ready, these must be requested by calling:
  - ☐ A. 941.833.4086 for the Inspection Request Automated Line which is available 24/7 (the cutoff time for requesting next day inspection service is 11:59 pm); or,
  - ☐ B. 941.743.1201 and speak to a Customer Service Specialist between the hours of 7:30 am and 4:30 pm, Monday through Friday, except holidays.

During periods of high demand, not all inspections requested can be scheduled for the next business day. All required inspections must receive a "pass" disposition in order to complete the permit. *If an inspection is scheduled, and the inspector finds it not ready for inspection or gives it a "fail" disposition, a reinspection must be scheduled and a \$50 reinspection fee must be paid prior to requesting the Final inspections.*
- ☐ 3. **Inspection Results.** An automated email is sent after an inspection is made that provides information about the inspection results. Inspection results are also viewable at the [Online Services Citizens Access](https://secureapps.charlottecountyfl.gov/CitizenAccess/) portal of our website <https://secureapps.charlottecountyfl.gov/CitizenAccess/>. Registration for this service is not required. If guidance is needed using the Online Services Citizens Access portal, please see the Guidance Document found on our website called [Flowchart: How to Use Online Services to Search Permit Information, Inspection Status, etc.](#) Unfortunately, for security reasons, Owner-Builders cannot schedule inspections online at this time.
- ☐ 4. **Inspection Related Documents Required:** Certain documents related to inspections are required to be provided and approved if shown on the Permit-Inspections Job Site Card as follows:
  - ☐ A. **Elevation Certificate-"Under Construction" ("A" or "V" Flood Zones).** Must be submitted to the Building Construction Division for review/approval prior to requesting the Lintel Inspection. Please allow up to 48 hours for review/approval.

- ☐ **B. Termite "Pre-Treatment" Certificate.** If a bait system (e.g. "Bora-Care," "Sentricon") is used, a copy of the signed contract must be provided for the inspector to see at the job site at the time of Slab inspection. If treated, a pre-treatment "sticker" is required to be affixed to the Permit-Inspections Job Site Card for the inspector to see at time of Slab inspection.
  - ☐ **C. Truss Profiles, Signed and Sealed.** Must be provided at the site for the framing inspection and must include evidence of approval from the design professional (architect or engineer) of record.
  - ☐ **D. Elevation Certificate-"Final" ("A" or "V" Flood Zones).** Must be submitted to the Building Construction Division for review/approval prior to requesting Final Inspections. Please allow up to 48 hours for review/approval.
  - ☐ **E. As-Built Drainage Survey-"Final."** Must be signed and sealed, dated after sod is installed or the lot is stabilized, and submitted to the Building Construction Division for review/approval prior to requesting Final Inspections. Please allow up to 48 hours for review/approval.
  - ☐ **F. Termite Treatment Certificate-"Final."** Must be submitted to the Building Construction Division prior to requesting the issuance of the Certificate of Occupancy.
- ☐ **5. Subcontractors.** Owner-Builders are allowed by Florida law to act as their own contractor. If an Owner-Builder chooses to use a subcontractor for mechanical, electrical, plumbing and/or roofing work, the Owner-Builder must submit a [Subcontractor Worksheet](#) to the Building Construction Division prior to, or at time of, issuance of the permit. If an Owner-Builder decides to hire a subcontractor after permit issuance, a [Subcontractor Worksheet](#) must be submitted prior to work done in any of these trades. Note: subcontractors must be registered with the Building Construction Division and must be licensed by the State of Florida. It is a violation of Florida law to hire an unlicensed person or contractor.
- ☐ **6. Permit Expiration.** The Florida Building Code states that a permit expires in two (2) ways as follows:
- ☐ **A.** When a required inspection was not approved/passed within 180 calendar days from permit issuance; and/or,
  - ☐ **B.** When a required inspection was not approved/passed within 180 calendar days from the last approved/passed required inspection.
- Note that at the time of permit issuance, the initial expiration date is printed on the Permit Job Site Card. For more information about permit time extensions and expired permit renewals, as well as their associated fees, please see a document on our website called [Permit Expiration, Time Extensions and Expired Permit Renewals](#).
- ☐ **7. Preparing for the Certificate of Occupancy.** When construction nears completion, please see a Guidance Document called "[Certificate of Occupancy Preparation and Requirements for One and Two Family Dwellings](#)."

Please call 941.743.1201 or email [BuildingSvc@CharlotteCountyFL.gov](mailto:BuildingSvc@CharlotteCountyFL.gov) for more information.

DJ: Owner-Builder Requirements-After-Permit-Issuance-Guidance-Document

#### COMMUNITY DEVELOPMENT DEPARTMENT

Building Construction Division

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